



Encumbrance Mapping Tech.
Aquatic Lands Division
Recruitment # 2006-08-5347

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

Job Classification:	Natural Resource Technician 3
Type of Position:	This is a non-permanent position expected to last 3 months.
Monthly Salary Range:	\$2,468 - 3,128
Posting Date:	August 2, 2006
Closing Date:	August 16, 2006
Location:	Olympia, WA

POSITION PROFILE

This position will work as part of a project team, researching land records databases and lease/easement file jackets, identifying data describing the location of authorized uses on state owned aquatic lands. This position will correct and update electronic data as needed, identify and map locations of authorized uses of state owned aquatic lands.

REQUIRED POSITION QUALIFICATIONS

This position requires the following knowledge and skills in order to perform the essential job functions:

- Ability to interpret maps and legal descriptions of land parcels to identify proper Section, Township, and Range.

Behavioral Competencies

- Ability to effectively communicate in writing and verbally with diverse clientele
 - Effective organizational skills and ability/willingness to follow through on direction/assignments
 - Ability to be innovative and forward thinking in a fast paced, changing technical environment
- Goal oriented worker that works well as part of a team

DESIRED POSITION QUALIFICATIONS

- Familiarity with Microsoft Excel and/or Microsoft Access
- Proven ability with computer applications such as Microsoft Office Suite

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Ability to work in an office setting with extended periods of time focused on research and data entry
- Must be 18 years of age at the time of hire.

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your letter of interest how you learned of this opportunity.
- A completed application – www.dnr.wa.gov/jobs/stateapp.doc

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

Electronic method preferred	OR other method
dnrrecruiting@wadnr.gov	Department of Natural Resources PO BOX 47033 Olympia, WA 98504-7033

NOTE: Please indicate 2006-08-5347 in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Justin Holt at 360.902.1112 or e-mail us at DNRrecruiting@wadnr.gov.

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